

# DAILY PLANET

ALL THE NEWS THAT FITS

Friday, Nov. 17

2000

## Two new classes available through AdminSTAR

Classes on improving your on-the-job listening and speaking skills and how to turn negatives in your life into positives will be held Dec. 5 in Bldg. 4200, room G-13. Civil servants may register through AdminSTAR. For information, call Chrissa Hall at 544-5468.

**Exchange nut sale begins 9 a.m.**

**Friday, Bldg. 4752**

**Flu shots, noon-2 p.m. through Tuesday, Medical Center**

## Marshall presents engineering training opportunities

The Systems Requirement 32 course will be from 8 a.m.-4:30 p.m. Dec. 4-8. Course focus is on the 10 tenets of NASA system design. All sessions are in Bldg. 4200, room G13D. To apply, submit a Marshall Form 4280 to Ela Washington, CD20.



**Campaign ends Friday**

**Submit all-hands questions to Intercom by Monday**

**Blood drive, 8 a.m.-1:30 p.m. Friday, Bldg. 4752**

## 2001 calendars available

Year 2001 calendars are on display and available for free issue to all civil service and authorized contractor employees. For more information, call Robbie Saint at 544-9618.